DIGITAL MEETING BASICS

TIPS AND TRICKS TO HELP YOU BECOME AN ONLINE MEETING PRO

CHOOSING YOUR LOCATION

Whenever possible, join a digital meeting from a space where you can limit background noise. and activity. Look for an isolated space… if possible, a room with a closed door is great!

CONSIDER BANDWIDTH LIMITATIONS

With multiple concurrent connections in your home, limiting other online activity during your call can make the experience smoother for everyone on your call.

UTILIZE HEADSETS/EARBUDS/AIRPODS, ETC.

Using a headset with a microphone will help reduce echo/feedback and helps you focus in on the conversation while life goes on around you.

TAKE ADVANTAGE OF MUTE/UNMUTE

When you're not speaking, the best practice is to mute your mic. Remember, allow a moment of wait time for the speaker to unmute their mic before speaking.

CAMERA ON VS. CAMERA OFF

If you're experiencing a laggy/stuttering connection, consider turning off your web cam. Generally speaking, audio only digital meet ups use less bandwidth and tend to make the call smoother for everyone.

IT'S OK TO DIAL IN

Sometimes, your best option is to use the Dial In number provided with meeting invites. Best practice is to announce who you are before speaking, because most Dial In participants show up as a phone number only (let people know who is talking).

PRACTICE, PRACTICE, PRACTICE

Utilize test calls to make sure your audio is working, your camera is working and the background view is what you want people to see, etc.

I'm a #KYDLC